OFFICIAL USE ONLY

Notification of Unofficial
Foreign Travel to a Sensitive Country

Instructions: This form is to be used by:

 - All Sandia employees (regardless of whether they hold a DOE clearance) or
 - Anyone (e.g., contractor/consultant) who currently holds a DOE security clearance

This form shall be completed and returned to SNL/NM's Foreign Interactions Office, MS 0891, fax 845-7176, (fortravel@sandia.gov) prior to the proposed travel or as soon as practicable. Questions can be directed to the Foreign Travel Office at 845-1300.

*Note: The completion of this form may reveal sensitive **personal** information that may be subject to public access.*
Please use appropriate precautions to the protect the information

Section I. Traveler Information

Name (Last, First, Middle) (Enter your complete name. If no middle name, indicate NMN)	Social Security Number

Birth Date (MM-DD-YYYY)	Birthplace (City, State, Country)	Citizenship (if dual list both)

DOE Facility (e.g., Sandia National Laboratories)   ☐DOE ☐Contractor ☐University ☐Other (specify)

Employment Address (Including Organization Number, Organization Name, and Mail Stop)

Business Telephone ( ) Fax ( )	Home Telephone ( ) E-mail

Position Title and Field of Expertise

Indicate whether a DOE security clearance currently is held or has been held within the last 5 years   ☐Yes   ☐No
Q   L   None

Section II. Travel Information

Purpose of Travel: ☐Vacation/Tour ☐Adoption ☐Other Non-DOE Business (explain)

Will you attend and/or present information at a business conference while on vacation? Y☐ N☐ If yes, please contact the Foreign Travel Office with details (845-1300).

Place of Departure (City, State, Country)	Date of Departure (MM-DD-YYYY)

Place of Return (City, State, Country)	Date of Return ((MM-DD-YYYY)

Please list all city/countries that will be visited, including all non sensitive countries.

Itinerary #	Destination (City, Country)	Arrival (MM-DD-YYYY)	Departure (MM-DD-YYYY)
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For a complete list of the DOE Sensitive Countries, please contact the Foreign Interactions Office.

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